

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY

August 18, 2014

ANNOUNCEMENT #: HR14-058

OPEN TO: All Interested Candidates

POSITION: **EDUCATIONAL ADVISOR**

POSITION NO: A00067

OPENING DATE: August 18, 2014

CLOSING DATE: September 2, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-05 to be confirmed by Washington)

*Ordinarily Resident: GH¢42, 824 p.a. (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Indefinite

NOTE: ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of an **EDUCATIONAL ADVISOR** in the Public Affairs Section of the Embassy.

BASIC FUNCTION OF POSITION

Under the supervision of the Cultural Affairs Officer, the incumbent provides services for students and scholars seeking information about educational opportunities in the U.S. at the Educational Advising Center in the Embassy, the satellite Advising Center at the University of Ghana, and supports the Educational Advising Center in Kumasi, Ghana. S/he plans, schedules and organizes comprehensive, current, unbiased information and counseling on educational opportunity in the U.S. at venues outside the Embassy by invitation or as outreach. S/he promotes services through advertising and outreach; communicates with host country government officials, admissions officers at U.S. institutions and Embassy Consular Officers. The incumbent provides comprehensive, current and unbiased information, advice and counseling on educational opportunities in the U.S., develops and maintains personal contact with members of education-related institutions, organizations, ministries, including deputy and assistant Ministers, deans, school directors and principals, faculty members, admissions officials, international student directors, presidents and directors of non-governmental organizations, testing center supervisors and key education officials.

The incumbent plans, schedules, organizes and administers thematic programs such as seminars, orientations, workshops and school presentations for undergraduate and graduate study, distance education, cultural adjustment, predeparture and college admission counseling. S/he recommends and contacts target audience for inclusion in programs and advises on education-related topics. S/he responds to inquiries from U.S. higher education institutions, organizations, the State Department and electronic listserves regarding Ghana. S/he develops and coordinates schedules with Consular, RSO, Political and other Embassy offices to articulate programs.

The incumbent analyzes, advises and reports on changes and trends in the education systems of Ghana and the U.S. and incorporates finding into education briefings and other published EducationUSA Advising Center materials. S/he creates, maintains and updates EducationUSA Advising Center documents and resource materials such as education briefing, standardized testing information and student handouts. S/he presents education briefings on Ghana to U.S. colleges, universities, visitors, Embassy staff and at the National NAFSA, NACAC and OACAC Conferences as well as invitational events. S/he consults on accreditation, authentication of U.S. Department of Education-recognized degrees, document translation and authentication services. S/he performs administrative tasks such as reporting, recording and maintaining accurate education-related data for reference purposes, media articles and websites.

The incumbent tracks desired fields of study and updates resources to meet the needs of students and scholars. S/he develops information packets on specific fields of study and areas of education, such as financial aid and the admission process. S/he continuously updates knowledge of new web-based information providers, other sources of information for students, and the use of social network, e.g. YouTube and Facebook. S/he develops and updates education page content for U.S. Embassy web site; compiles database of students who have studied in the U.S.; creates annual and monthly reports reflecting student contact, outreach and overall education office functions.

The incumbent develops and maintains a reference collection of educational information which includes standardized testing information, bulletins and catalogues from U.S. institutions, CD-ROMS, Peterson's Guides and other reference materials. S/he organizes regularly scheduled informational group sessions on the admission process and other topics, including panel discussions by returned students and specific fields of study, and daily one-on-one counseling. S/he provides materials on testing, application procedures, and educational opportunities at various schools; provides practice sessions and study materials for required examinations such as TOEFL, GRE, GMAT, and LSAT, and assists student registration for such tests.

The incumbent manages Educational Advising budget, memberships and fees for services within the context of an educational advising program's mandate to provide unbiased, comprehensive information on accredited institutions of U.S. higher education, recruits paying members for services as follows:

- a) collects membership fees and deposits them with the Embassy Financial Management Office for recycling;
- b) monitors administrative details of the advising recycling program, including receipt and use of the funds;
- c) maintains a database on monies collected and other membership information including follow up information on members who eventually enroll in U.S. institutions of higher education;
- d) develops the annual budget, which includes staff payroll, orders for reference section supplies and other expenses;
- e) sends regular reports to ECA on recycling funds, averaging \$ 5,000 per years, and manages its use;
- f) manages the \$15,000 Opportunity Scholarship Program, started in FY-2010;
- g) applied for and received \$5,000 funding from ECA in FY-2010 to purchase materials for the Center.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree from a recognized, accredited 4-year university or college is required. An undergraduate or graduate degree from a regionally accredited college or university in the United States in the humanities, social sciences, sciences, applied sciences, and business is required.
2. A minimum of three (3) years' experience in an educational field, with significant responsibility for verbal and written communication, academic resources, high level of interaction with students and professional staff as well as firsthand experience in both the Ghanaian and U.S. higher educational system is required. Experience as a university –level instructor is acceptable.

Level IV English fluency is required in speaking, reading and writing (Fluent. High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion the job holder may need to act as an interpreter); Level III speaking ability in one of the following host country languages is required: Ga, Ewe, Twi, Fante (Good working knowledge of written and spoken language. Job holder will be able to communicate effectively with staff and members of the public in the language). Language proficiency will be tested.

3. Must have extensive knowledge of the U.S. secondary and post-secondary education systems: colleges, universities, technical training colleges, community colleges and other education institutions and programs; knowledge about education in the U.S. and Ghana, including testing and examinations, grading systems, classroom culture and admissions procedures; knowledge of information resources on educational systems, testing and requirements.
4. Must have good written and oral communications skills; excellent interviewing skills; ability to analyze the prospective student's requirements, determine how best to satisfy them; search out and digest information from a variety of sources and provide to student; computer and Internet skills required; use of video technology; knowledge and use of social media, such as posting on YouTube, Face Book (if appropriate) required.; excellent public speaking skills required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired

into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a locally Employed Staff or Family Member (DS-174): **or**

2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. Reference

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. **This is the preferred means of applying for a position with the American Embassy.** Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra

POINT OF CONTACT:

Telephone: 0302-741000
Fax: 0302-741389
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:
<http://ghana.usembassy.gov/jobopportunities.html>

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: September 2, 2014

The US Mission in Accra, Ghana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.